DB2P for employers: user manual
version 1.1 (07/11/2013)

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1. Introduction

This document is a manual for the user (the employer or its service provider) when navigating the online DB2P application. This manual provides an overview of the various functionalities of the application. Each functionality is described and then illustrated on the basis of the screens (at the bottom of the explanation).

This manual always describes the most recent version of the online application and therefore evolves with the application. Hence the manual is revised with every new version of the application.

The application offers you three important functionalities. First, the application makes it possible to consult pension commitments that you – as an employer – organise and for which you entrusted the administration to one or more pension institutions (reference is made to "external commitments"). Secondly it enables you to find all of the necessary information about the financing of the supplementary pension accrual within the framework of these commitments (reference is made to "Contribution"). This information can assist you when calculating your social security contributions. Thirdly you – as an employer – have the possibility of communicating your view on the (relationship between) the commitment(s) as filed by your pension institution (reference is made to "Administration of relationship between commitments").

As from January 2014 the application will also offer the possibility of filing the individual pension commitments that are administered internally by employers (via the creation of internal balance sheet provisions and/or the conclusion of a business manager insurance policy).

This manual only provides practical support when you navigate the application. The document 'DB2P for employers: substantive documentation' provides you with all of the necessary information about the content of your DB2P file and the obligations that this brings about.

2. Access to the application

This chapter offers assistance when you access or login on the online DB2P application. The application is accessible via the social security portal (https://www.socialsecurity.be/).

You can only use the application if you dispose of secure access. To obtain this access your enterprise must first be registered via the social security portal under the access management (user management) of the social security. As soon as your registration is in order your local administer can appoint users for the online application. You can find all of the useful information about the various steps of the registration on https://www.socialsecurity.be/site_nl/employer/applics/db2p/how.htm.

Once your registration and secured access are in order you can start using the application via the portal. You can find the application under the online services for employers.

nl fr de
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.be
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BURGERS
WERKGEVERS
& MANDATARISSEN
(Sociale dienstverrichters, Curatoren, ...)
WORKING IN BELGIUM
Information and online services for internationals to help fulfill administrative obligations
ZELFSTANDIGEN
AANNEMERS ONROEREND GOED
AMBTENAREN EN ANDERE PROFESSIONELEN
Over de Belgische Sociale Zekerheid
Een antwoord op uw vragen over de Sociale Zekerheid
socialezekerheid.be
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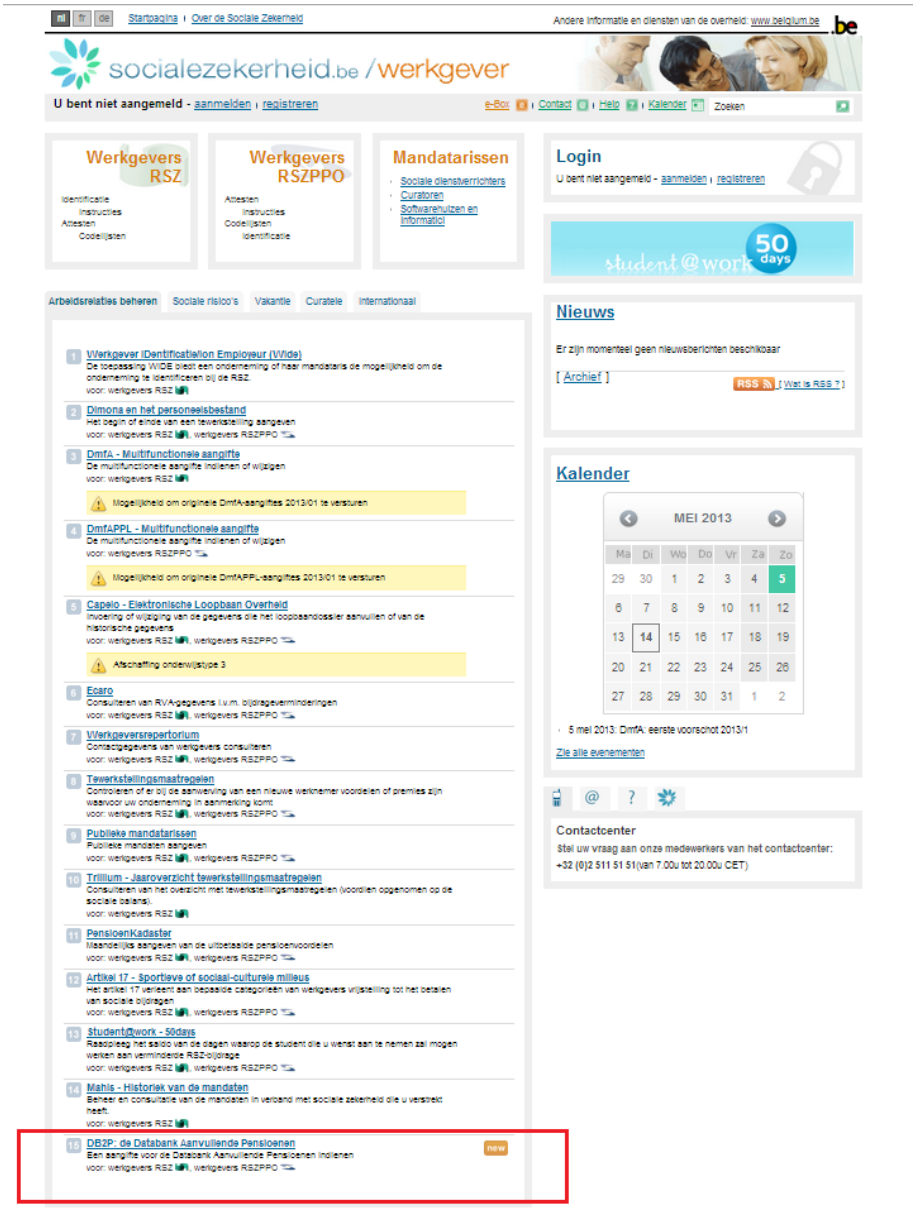
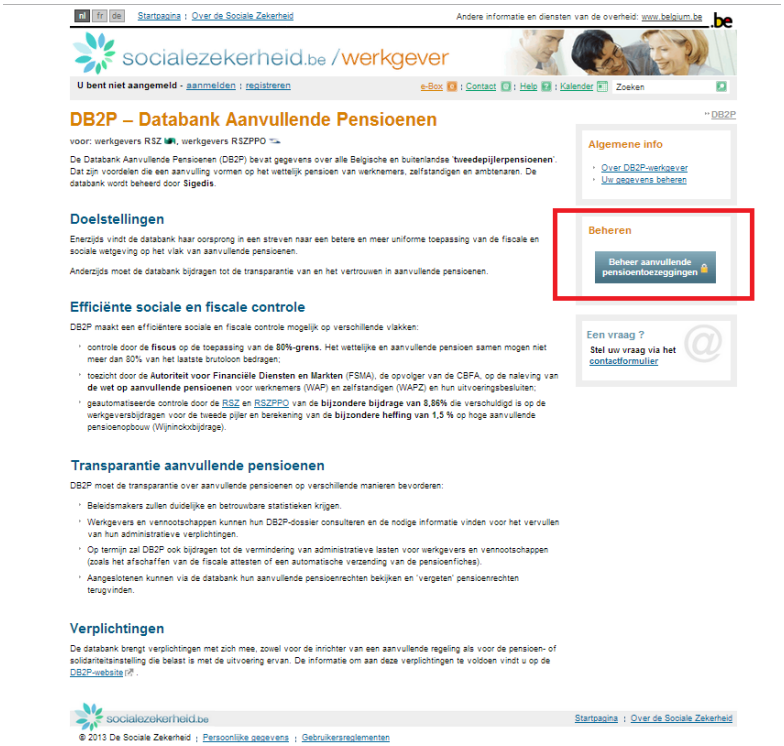
Select the DB2P application in the list of online services (DB2P: the Supplementary Pensions Database).



On the DB2P homepage you can then connect to the application (via the “Administration supplementary pension commitments” link on the right of the screen).


Startpagina ; Over de Sociale Zekerheid
Andere informatie en diensten van de overheid: www.belgium.be
socialezekerheid.be /werkgever
U bent niet aangemeld - aanmelden ; registreren
e-Box ; Contact ; Help ; Kalender Zoeken
DB2P
DB2P – Databank Aanvullende Pensioenen
voor: werkgevers RSZ, werkgevers RSZPPO
De Databank Aanvullende Pensioenen (DB2P) bevat gegevens over alle Belgische en buitenlandse 'tweedepijlerpensioenen'. Dat zijn voordelen die een aanvulling vormen op het wettelijk pensioen van werknemers, zelfstandigen en ambtenaren. De databank wordt beheerd door Sigedis.
Algemene info
Over DB2P-werkgever
Uw gegevens beheren
Doelstellingen
Enerzijds vindt de databank haar oorsprong in een streven naar een betere en meer uniforme toepassing van de fiscale en sociale wetgeving op het vlak van aanvullende pensioenen.
Anderzijds moet de databank bijdragen tot de transparantie van en het vertrouwen in aanvullende pensioenen.
Beheren
Beheer aanvullende pensioentoezeggingen
Efficiënte sociale en fiscale controle
DB2P maakt een efficiëntere sociale en fiscale controle mogelijk op verschillende vlakken:
controle door de fiscus op de toepassing van de 80%-grens. Het wettelijke en aanvullende pensioen samen mogen niet meer dan 80% van het laatste brutoloon bedragen;
toezicht door de Autoriteit voor Financiële Diensten en Markten (FSMA), de opvolger van de CBFA, op de naleving van de wet op aanvullende pensioenen voor werknemers (WAP) en zelfstandigen (WAPZ) en hun uitvoeringsbesluiten;
geautomatiseerde controle door de RSZ en RSZPPO van de bijzondere bijdrage van 8,86% die verschuldigd is op de werkgeversbijdragen voor de tweede pijler en berekening van de bijzondere heffing van 1,5 % op hoge aanvullende pensioenopbouw (Wijninckxbijdrage).
Een vraag ?
Stel uw vraag via het contactformulier
Transparantie aanvullende pensioenen
DB2P moet de transparantie over aanvullende pensioenen op verschillende manieren bevorderen:
Beleidsmakers zullen duidelijke en betrouwbare statistieken krijgen.
Werkgevers en vennootschappen kunnen hun DB2P-dossier consulteren en de nodige informatie vinden voor het vervullen van hun administratieve verplichtingen.
Op termijn zal DB2P ook bijdragen tot de vermindering van administratieve lasten voor werkgevers en vennootschappen (zoals het afschaffen van de fiscale attesten of een automatische verzending van de pensioenfiches).
Aangeslotenen kunnen via de databank hun aanvullende pensioenrechten bekijken en 'vergeten' pensioenrechten terugvinden.
Verplichtingen
De databank brengt verplichtingen met zich mee, zowel voor de inrichter van een aanvullende regeling als voor de pensioen- of solidariteitsinstelling die belast is met de uitvoering ervan. De informatie om aan deze verplichtingen te voldoen vindt u op de DB2P-website.
socialezekerheid.be
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You can login with your ID card, your PIN code or an electronic card reader.

Toegang krijgen tot de beveiligde diensten
Zich aanmelden
Met uw elektronische identiteitskaart (eID)
Zich aanmelden met de elektronische identiteitskaart
Meer info over de eID
Met uw token
Zich aanmelden met het burgertoken
Met uw toegangscodes
Gebruikersnaam
Wachtwoord
Zich aanmelden
Ik ben mijn wachtwoord vergeten
Mijn onderneming heeft nog geen toegang
Meer info over de toegangscodes
Opgelet! De vrije beroepen, en de ondernemingen die een aanvraag tot tijdelijke toegang voor dringende Limosa-aangiftes hebben ingediend, moeten zich hier aanmelden.
Toegangsaanvraag
U hebt nog geen toegang tot de diensten van de sociale zekerheid?
Meer info over de beveiligde toegang.

3. Navigating the application

In the online application you must first select in the menu bar at the top what DB2P file you wish to consult. As an employer you can consult the information about your commitments for employees or as an enterprise you can consult the information about your commitments for self-employed managers. This user manual is limited to the DB2P file for employers about the commitments for employees. The "DB2P for enterprises: user manual" document offers practical support when consulting the DB2P file about the commitments for self-employed managers.

The entity that has the mandate to act in your name can obtain access to your file via the "Mandates" item at the top of the menu

If you select "Employees" in the top menu you gain access to your file as an employer with all of the information about your commitments for employees.

The application offers three important functionalities for the file of employers.

- First of all the application allows you to consult the pension commitments that you set up and of which you entrusted the administration to one or more pension institutions (external commitments).
- Secondly you can retrieve all of the information about the financing of the supplementary pension accrual within the framework of these commitments.
- Thirdly you have the possibility of communicating your view on the external commitments as indicated by the pension institution that administers the same.

In order to comply with these objectives the menu bar of the application currently looks as follows:

In the "External pension commitment" menu the "Overview" item [1] offers the possibility of consulting the pension commitments that the pension institution filed for you. The "Administration relationship commitments" item [2] in turn offers the possibility of communicating your view on (the relationship between) the external pension commitments filed by the pension institutions.

The “Contributions” menu contains three items.

- The “Special contribution 8.86%” item allows you to consult the employer’s contributions that you deposited within the framework of your pension commitment(s) [3].
- Via the “Solidarity financing” item you can consult the employer’s contributions that you deposited within the framework of your solidarity commitment(s) [4].
- Finally, the “Special contribution 1.5%” item offers you access to data that can help you when filing your DmfA declaration with the RSZ and the RSZ-PPO. More specifically this regards information that you need to observe the special contribution of 1.5% in relation to high supplementary pension accrual (“Wijninckx contribution”) [5].

The entity that has a mandate to act in your name can obtain access to your file via the “Mandates” menu [6].

The “Help” menu [7] offers various support options, namely a list with frequently asked questions (FAQ), a lexicon and a search function.

As from January 2014 the application will also offer the possibility of filing the individual pension commitments that employers administer internally (via the creation of internal balance sheet provisions and/or the conclusion of a business manager insurance policy).

3.1. Overview of the external pension commitments

Via the "Overview" item in the "External pension commitments" menu you can consult the external pension commitments that were filed by one or more pension institutions.

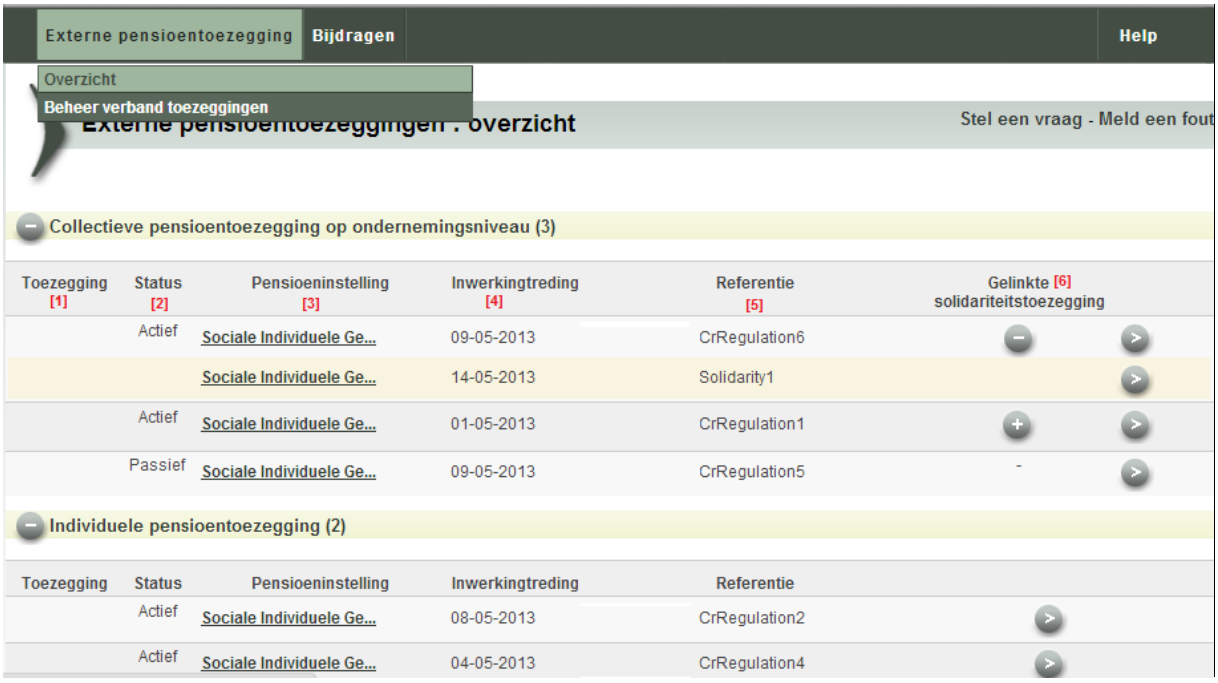
When consulting your file you receive an overview of all your commitments per type: the collective pension commitments at enterprise level and the individual pension commitments. The solidarity commitments are not included separately in the overview and are immediately linked to the collective pension commitment to which they are related.

The commitments are sorted in the overview per status and subsequently per effective date (the most recent at the top).

If you click on the "+" symbol next to a type then all pension commitments of this type are shown.

The following data are included in the overview for each pension commitment:

- your view on the commitments filed by the pension institution that you communicated via the "Administration relationship commitments" item (reference is made to section 3.2.) [1];
- the status of the pension commitment [2] (the pension institution was not held to file this prior to 2013);
- the pension institution that administers the pension commitment [3];
- the effective date of the pension commitment [4] (the pension institution was not held to file this prior to 2013);
- the reference of the pension commitment [5] (this can be the reference selected by the pension institution (RegistrantID) or the unique number that is allocated by Sigedis (SigedisID));
- the indication whether or not a solidarity commitment is linked to the pension commitment [6].



The pension institution is identified in DB2P on the basis of its enterprise number (or KBO-BCE number). We link the actual name that is known in the KBO-BCE database to this number. It can be that you are not familiar with this name on account of the fact that your pension institution has meanwhile changed its name, e.g. in case of a merger of insurance companies or a takeover of business operations. The online application offers you the possibility of retrieving the history of names and the most recent address details of the pension institution with a simply mouse click.

It is possible to obtain more information about each commitment by clicking on the “>” symbol next to each commitment in the overview.

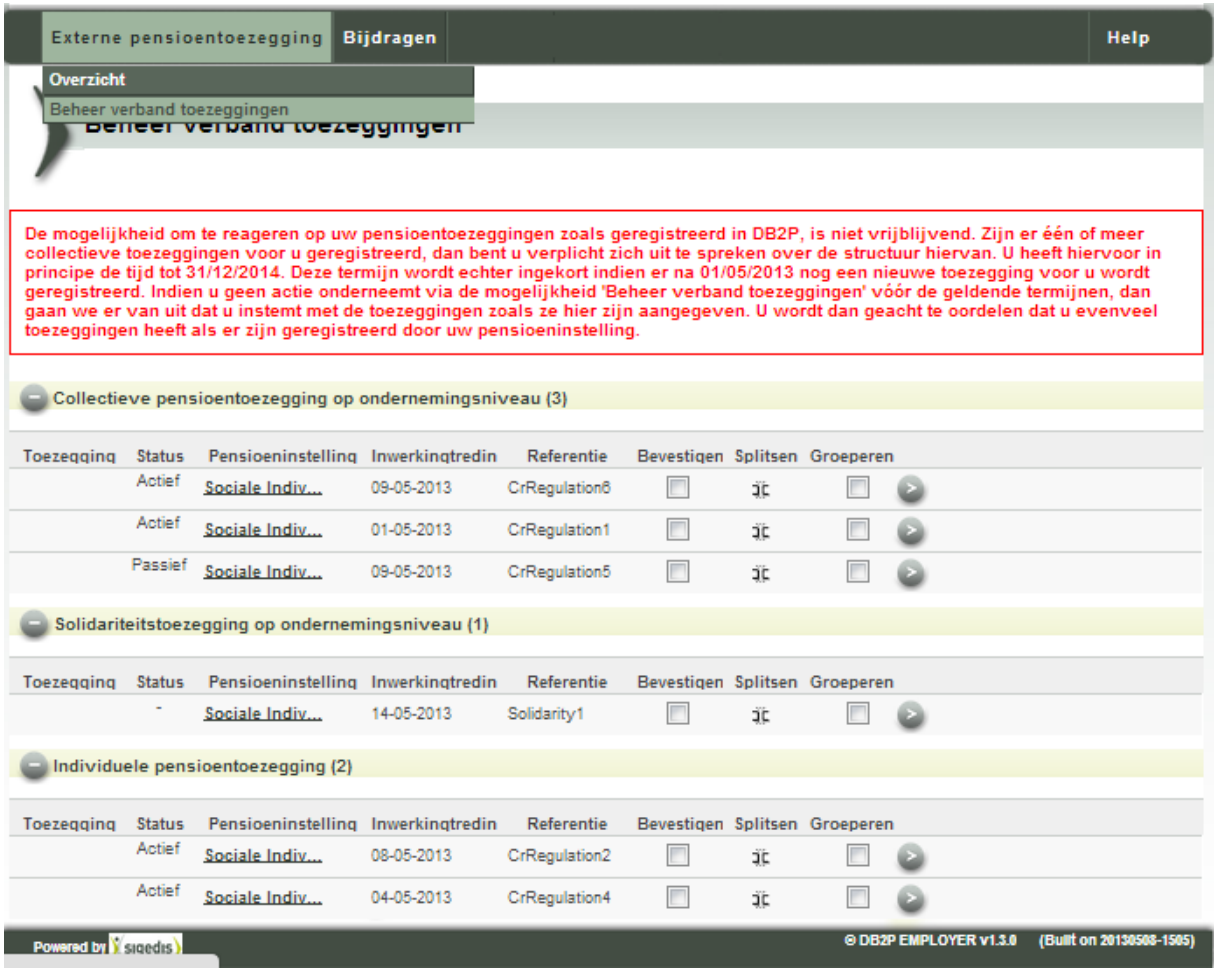
3.2. Administration of the relationship between commitments

It is possible that your view on your (collective) pension or solidarity commitments differs from the view that the administering pension institution has in respect of the same. That is why the application provides for the possibility of communicating your view on (the relationship between) the commitments as filed by your pension institution.

Via the “Administration relationship commitments” option you can perform the following actions:

- Confirm: if you wish to indicate that you do indeed consider the commitment as filed by the pension institution as one commitment.
- Split: if you wish to indicate that you consider the commitment as filed by the pension institution as multiple commitments.
- Group: if you wish to indicate that you consider two or more commitments as filed by the pension institution as one global commitment.

You can communicate your view via the “External pension commitments” menu under the “Administration relationship commitments” item. You cannot provide a view on commitments of which the status is set to “closed”.


Externe pensioentoezegging
Bijdragen
Help
Overzicht
Beheer verband toezeggingen
De mogelijkheid om te reageren op uw pensioentoezeggingen zoals geregistreerd in DB2P, is niet vrijblijvend. Zijn er één of meer collectieve toezeggingen voor u geregistreerd, dan bent u verplicht zich uit te spreken over de structuur hiervan. U heeft hiervoor in principe de tijd tot 31/12/2014. Deze termijn wordt echter ingekort indien er na 01/05/2013 nog een nieuwe toezegging voor u wordt geregistreerd. Indien u geen actie onderneemt via de mogelijkheid 'Beheer verband toezeggingen' vóór de geldende termijnen, dan gaan we er van uit dat u instemt met de toezeggingen zoals ze hier zijn aangegeven. U wordt dan geacht te oordelen dat u evenveel toezeggingen heeft als er zijn geregistreerd door uw pensioeninstelling.
Collectieve pensioentoezegging op ondernemingsniveau (3)
Toezegging Status Pensioeninstelling Inwerkingtredin Referentie Bevestigen Splitsen Groeperen
Actief Sociale Indiv... 09-05-2013 CrRegulation6
Actief Sociale Indiv... 01-05-2013 CrRegulation1
Passief Sociale Indiv... 09-05-2013 CrRegulation5
Solidariteitstoezegging op ondernemingsniveau (1)
Toezegging Status Pensioeninstelling Inwerkingtredin Referentie Bevestigen Splitsen Groeperen
- Sociale Indiv... 14-05-2013 Solidarity1
Individuele pensioentoezegging (2)
Toezegging Status Pensioeninstelling Inwerkingtredin Referentie Bevestigen Splitsen Groeperen
Actief Sociale Indiv... 08-05-2013 CrRegulation2
Actief Sociale Indiv... 04-05-2013 CrRegulation4
Powered by sqedis
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The commitments are shown per type: collective commitments at enterprise level, solidarity commitments at enterprise level and individual pension commitments.

The overview shows the same data as when consulting the external pension commitments (your view on the commitment, the status of the commitment, the pension institution that administers the commitment, the effective date and the reference of the commitment).

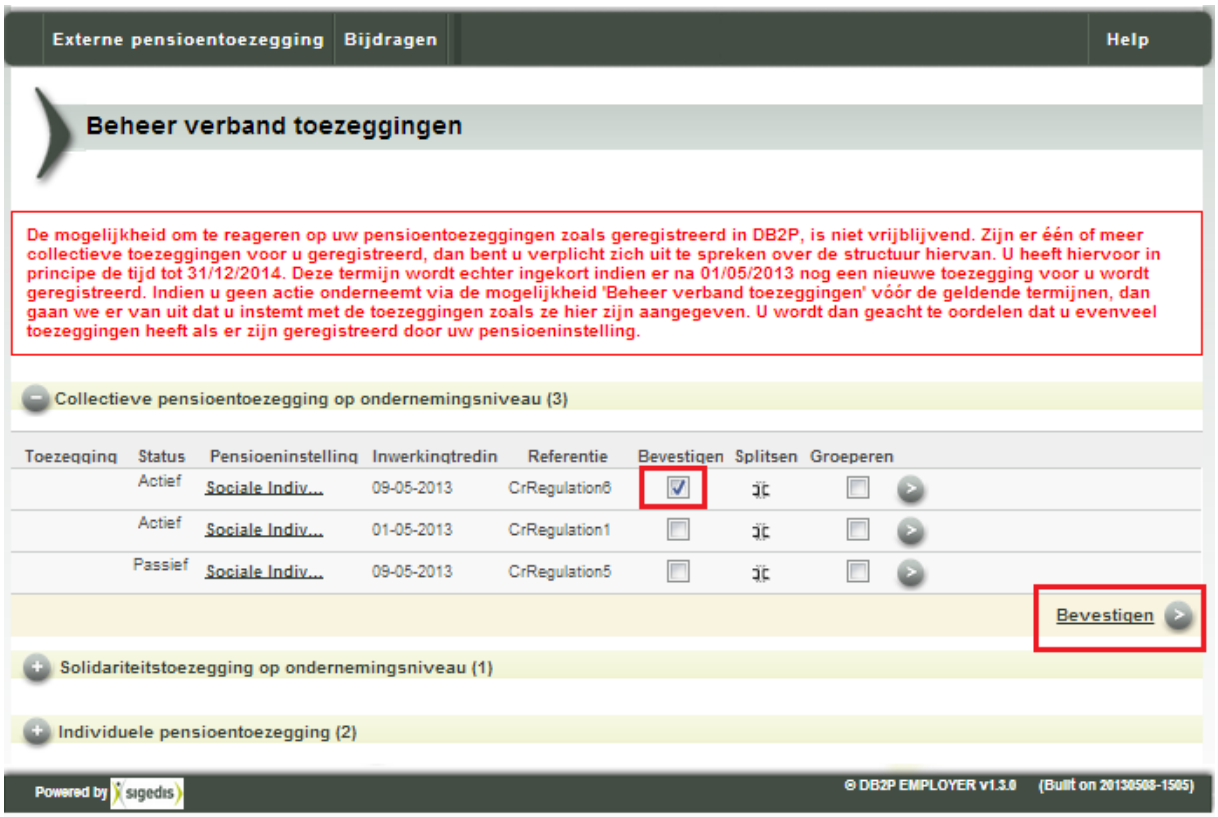
If you wish to confirm, split or group the commitment then use the thereto designated icons.

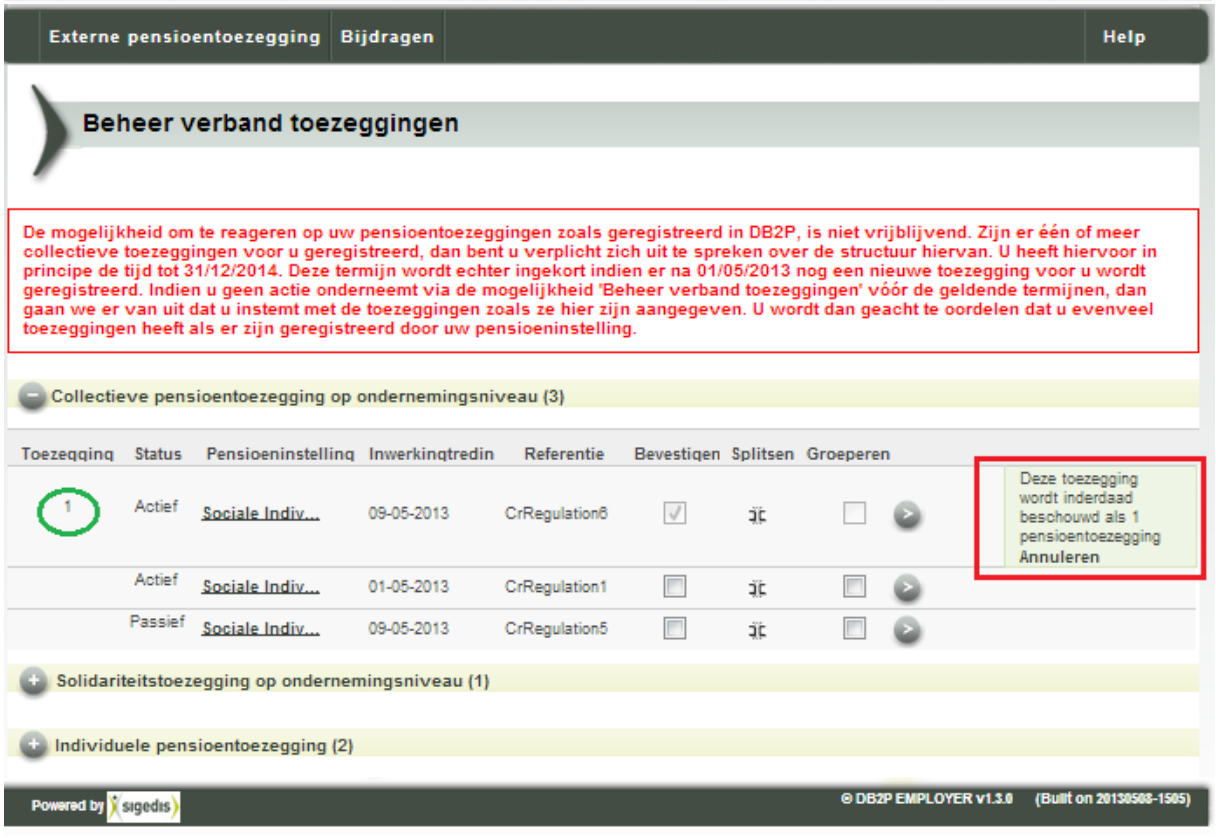
To confirm:

To confirm that you do indeed consider the commitment as filed by the pension institution as one commitment you tick the box in the “Confirm” column.

You confirm this action by clicking the “Confirm” link at the bottom of the overview. A text box will then appear next to the commitment in question.

You can undo this action by clicking the “Cancel” link in the text box on the right.


Externe pensioentoezegging
Bijdragen
Help
Beheer verband toezeggingen
De mogelijkheid om te reageren op uw pensioentoezeggingen zoals geregistreerd in DB2P, is niet vrijblijvend. Zijn er één of meer collectieve toezeggingen voor u geregistreerd, dan bent u verplicht zich uit te spreken over de structuur hiervan. U heeft hiervoor in principe de tijd tot 31/12/2014. Deze termijn wordt echter ingekort indien er na 01/05/2013 nog een nieuwe toezegging voor u wordt geregistreerd. Indien u geen actie onderneemt via de mogelijkheid 'Beheer verband toezeggingen' vóór de geldende termijnen, dan gaan we er van uit dat u instemt met de toezeggingen zoals ze hier zijn aangegeven. U wordt dan geacht te oordelen dat u evenveel toezeggingen heeft als er zijn geregistreerd door uw pensioeninstelling.
Collectieve pensioentoezegging op ondernemingsniveau (3)
Toezegging Status Pensioeninstelling Inwerkingtredin Referentie Bevestigen Splitsen Groeperen
Actief Sociale Indiv... 09-05-2013 CrRegulation6
Actief Sociale Indiv... 01-05-2013 CrRegulation1
Passief Sociale Indiv... 09-05-2013 CrRegulation5
Bevestigen
Solidariteitstoezegging op ondernemingsniveau (1)
Individuele pensioentoezegging (2)
Powered by sigedis
© DB2P EMPLOYER v1.3.0 (Built on 20130508-1505)


Externe pensioentoezegging
Bijdragen
Help
Beheer verband toezeggingen
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Collectieve pensioentoezegging op ondernemingsniveau (3)
Toezegging Status Pensioeninstelling Inwerkingtredin Referentie Bevestigen Splitsen Groeperen
1 Actief Sociale Indiv... 09-05-2013 CrRegulation6
Deze toezegging wordt inderdaad beschouwd als 1 pensioentoezegging
Annuleren
Actief Sociale Indiv... 01-05-2013 CrRegulation1
Passief Sociale Indiv... 09-05-2013 CrRegulation5
Solidariteitstoezegging op ondernemingsniveau (1)
Individuele pensioentoezegging (2)
Powered by sigedis
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* As soon as you have confirmed a commitment – as filed by your pension institution – a unique number will be allocated to the same. This number indicates that you communicated your view

(confirmation) on the commitment. The number is also included in the overview of the external commitments (reference is made to section 3.1).

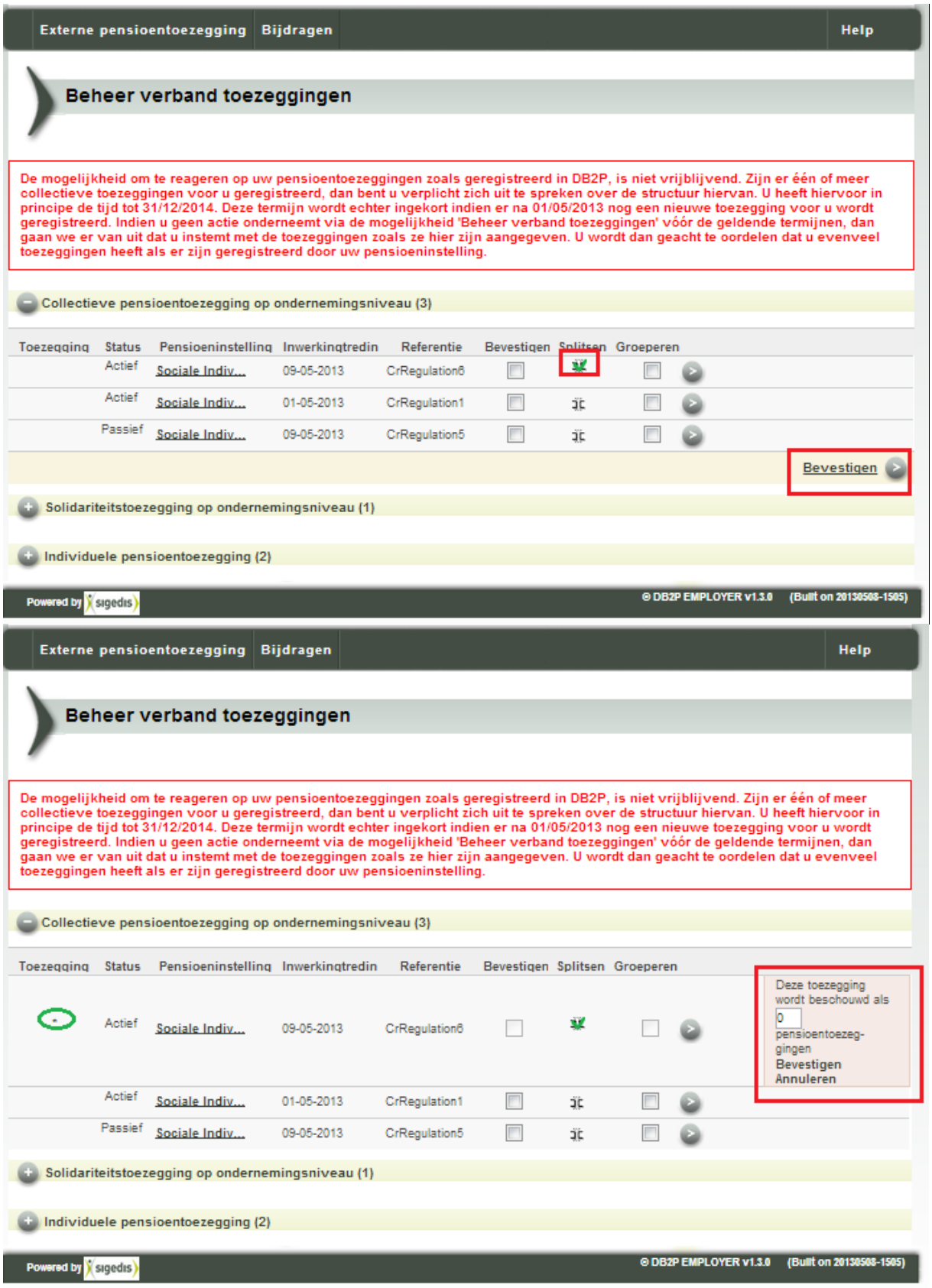
To split:

To indicate that you consider the commitment as filed by the pension institution as multiple commitments you tick the box in the “Split” column.

You confirm this action by clicking the “Confirm” link at the bottom of the overview. A text box will then appear next to the commitment in question. Then you must enter the correct number of commitments in the text box on the right. You can confirm this action by clicking on the “Confirm” link.

After confirmation you can still revise your action by clicking the “Change” link in the text box on the right.

You can undo this action by clicking the “Cancel” link in the text box on the right.


Externe pensioentoezegging
Bijdragen
Help
Beheer verband toezeggingen
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Collectieve pensioentoezegging op ondernemingsniveau (3)
Toezegging
Status
Pensioeninstelling
Inwerkingtredin
Referentie
Bevestigen
Splitsen
Groeperen
Actief
Sociale Indiv...
09-05-2013
CrRegulation6
Actief
Sociale Indiv...
01-05-2013
CrRegulation1
Passief
Sociale Indiv...
09-05-2013
CrRegulation5
Bevestigen
Solidariteitstoezegging op ondernemingsniveau (1)
Individuele pensioentoezegging (2)
Powered by sigedis
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Externe pensioentoezegging
Bijdragen
Help
Beheer verband toezeggingen
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Collectieve pensioentoezegging op ondernemingsniveau (3)
Toezegging
Status
Pensioeninstelling
Inwerkingtredin
Referentie
Bevestigen
Splitsen
Groeperen
Actief
Sociale Indiv...
09-05-2013
CrRegulation6
Deze toezegging wordt beschouwd als
0
pensioentoezeg-gingen
Bevestigen
Annuleren
Actief
Sociale Indiv...
01-05-2013
CrRegulation1
Passief
Sociale Indiv...
09-05-2013
CrRegulation5
Solidariteitstoezegging op ondernemingsniveau (1)
Individuele pensioentoezegging (2)
Powered by sigedis
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* As soon as you have indicated for a commitment – as filed by your pension institution – that it corresponds with multiple commitments the "*" symbol will be allocated to the same. This "*"

symbol indicates that you communicated your view (split) on the commitment. The symbol is also included in the overview of the external commitments (reference is made to section 3.1).

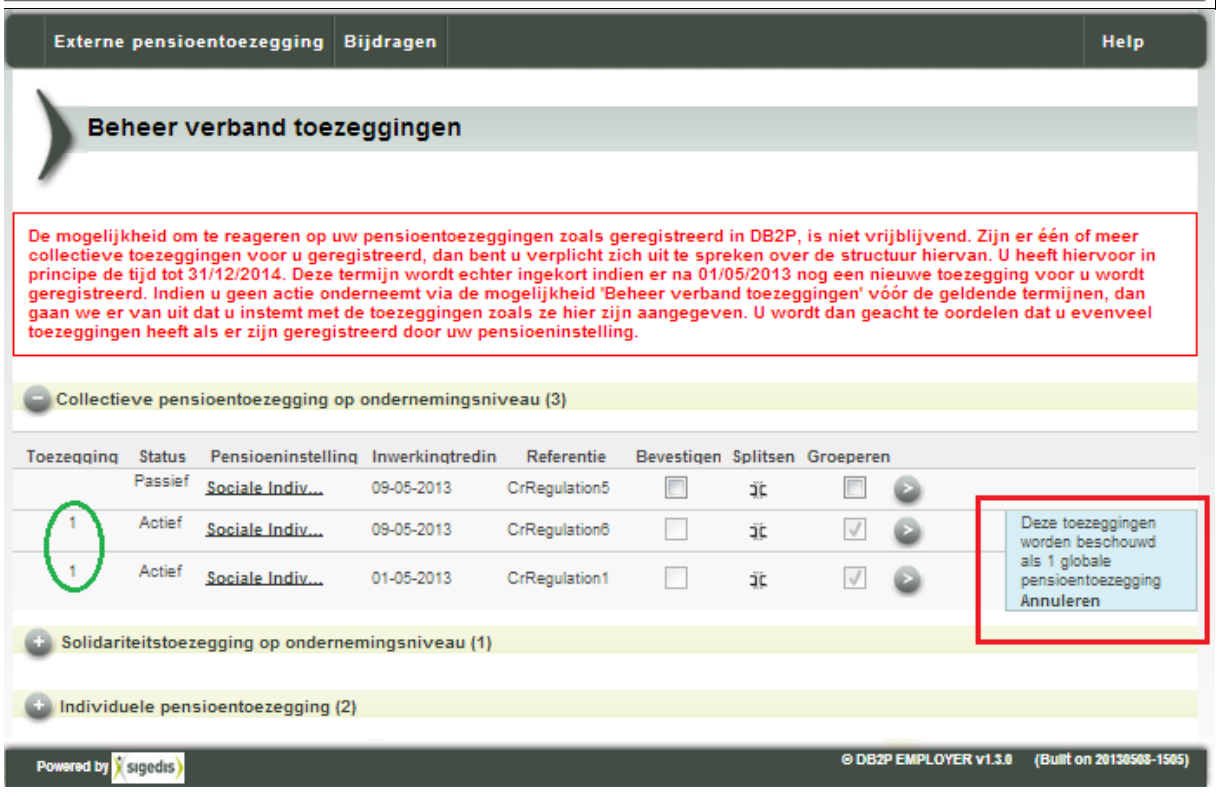
To group:

To indicate that you consider two or more commitments in DB2P as one global commitment you tick the box in the “Group” column for each commitment that belongs to this global commitment.

You confirm this action by clicking the “Confirm” link at the bottom of the overview. The ticked commitments that belong to one global commitment are grouped at the bottom of the overview. A text box will then appear next to these commitments.

You can undo this action by clicking the “Cancel” link in the text box on the right.

Externe pensioentoezegging
Bijdragen
Help
Beheer verband toezeggingen
De mogelijkheid om te reageren op uw pensioentoezeggingen zoals geregistreerd in DB2P, is niet vrijblijvend. Zijn er één of meer collectieve toezeggingen voor u geregistreerd, dan bent u verplicht zich uit te spreken over de structuur hiervan. U heeft hiervoor in principe de tijd tot 31/12/2014. Deze termijn wordt echter ingekort indien er na 01/05/2013 nog een nieuwe toezegging voor u wordt geregistreerd. Indien u geen actie onderneemt via de mogelijkheid 'Beheer verband toezeggingen' vóór de geldende termijnen, dan gaan we er van uit dat u instemt met de toezeggingen zoals ze hier zijn aangegeven. U wordt dan geacht te oordelen dat u evenveel toezeggingen heeft als er zijn geregistreerd door uw pensioeninstelling.
Collectieve pensioentoezegging op ondernemingsniveau (3)
Toezegging Status Pensioeninstelling Inwerkingtredin Referentie Bevestigen Splitsen Groeperen
Actief Sociale Indiv... 09-05-2013 CrRegulation6
Actief Sociale Indiv... 01-05-2013 CrRegulation1
Passief Sociale Indiv... 09-05-2013 CrRegulation5
Bevestigen
Solidariteitstoezegging op ondernemingsniveau (1)
Individuele pensioentoezegging (2)
Powered by sigedis
DB2P EMPLOYER v1.3.0 (Built on 20130508-1505)


Externe pensioentoezegging
Bijdragen
Help
Beheer verband toezeggingen
De mogelijkheid om te reageren op uw pensioentoezeggingen zoals geregistreerd in DB2P, is niet vrijblijvend. Zijn er één of meer collectieve toezeggingen voor u geregistreerd, dan bent u verplicht zich uit te spreken over de structuur hiervan. U heeft hiervoor in principe de tijd tot 31/12/2014. Deze termijn wordt echter ingekort indien er na 01/05/2013 nog een nieuwe toezegging voor u wordt geregistreerd. Indien u geen actie onderneemt via de mogelijkheid 'Beheer verband toezeggingen' vóór de geldende termijnen, dan gaan we er van uit dat u instemt met de toezeggingen zoals ze hier zijn aangegeven. U wordt dan geacht te oordelen dat u evenveel toezeggingen heeft als er zijn geregistreerd door uw pensioeninstelling.
Collectieve pensioentoezegging op ondernemingsniveau (3)
Toezegging Status Pensioeninstelling Inwerkingtredin Referentie Bevestigen Splitsen Groeperen
Passief Sociale Indiv... 09-05-2013 CrRegulation5
1 Actief Sociale Indiv... 09-05-2013 CrRegulation6
1 Actief Sociale Indiv... 01-05-2013 CrRegulation1
Deze toezeggingen worden beschouwd als 1 globale pensioentoezegging
Annuleren
Solidariteitstoezegging op ondernemingsniveau (1)
Individuele pensioentoezegging (2)
Powered by sigedis
DB2P EMPLOYER v1.3.0 (Built on 20130508-1505)

* As soon as you have confirmed for multiple commitments that they correspond with one single global commitment a unique number will be allocated to these commitments. This number indicates that you communicated your view (grouping) on the commitment. The number is also included in the overview of the external commitments (reference is made to section 3.1).

Comments:

1. The possibility to react to your pension commitments as registered in DB2P is **not without obligation**. If one or more collective commitments have been registered for you then you are held to express your view on the structure thereof. You can basically do this up to 31 December 2014. However, this time limit is shortened if a new commitment is registered for you after 1 May 2013. If you do not take action via the "Administration relationship commitments" option prior to the applicable time limits then we assume that you agree with the commitments as filed here. You are then deemed to be of the opinion that you have as many commitments as registered by your pension institution.
2. Only one action can be performed at the same time. If you wish to perform a new action in respect of a commitment, for which you have already communicated your view, then you first need to cancel the previous action.
3. Individual pension commitments can only be grouped if they are related to the same affiliate.

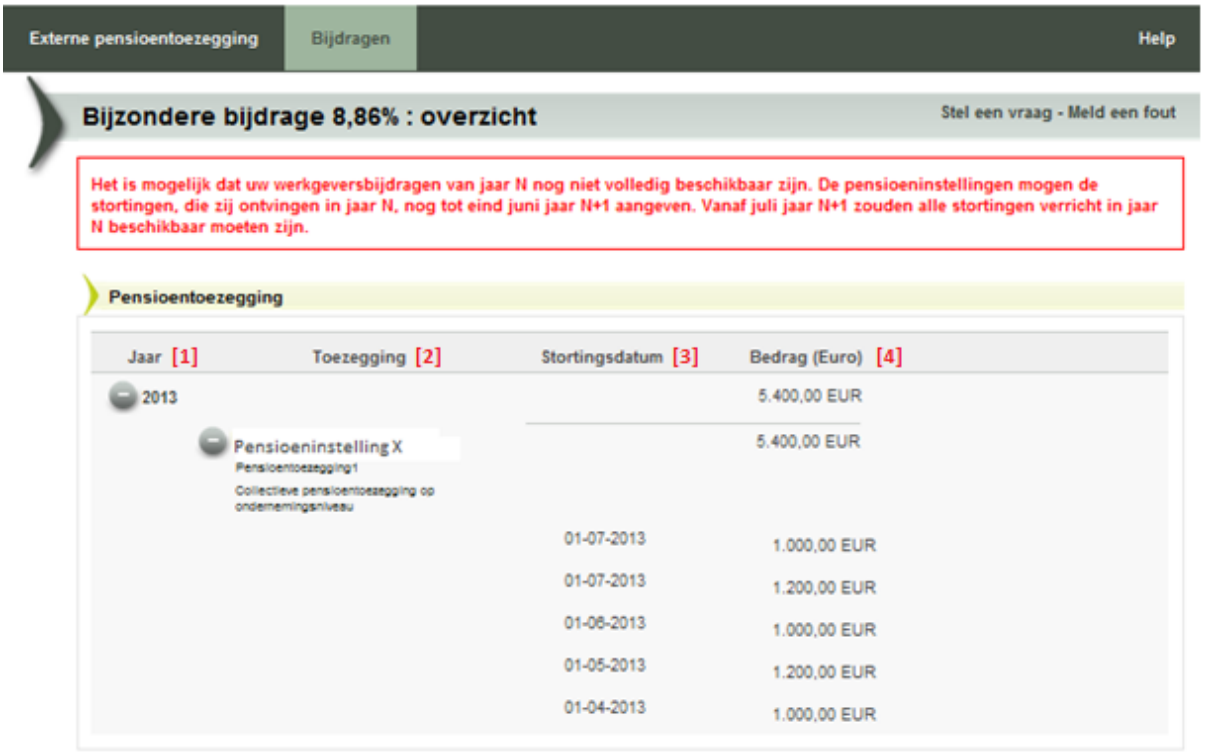
3.3. Special contribution 8.86%

Via the "Contributions" menu you can consult information about the financing of your commitment(s). Under the "Special contribution 8.86%" item you will find an overview of the employer's premiums that you deposited for your pension commitments. These employer's premiums are subject to the special contribution of 8.86%.

It is possible that your employer's contributions of a certain year are not fully available yet. The pension institutions can file the deposits, which they received in a certain year, up to the end of June of the subsequent year. As from July all deposits made in the previous year should be available.

The following data are provided for each contribution:

- the year in which the contribution was deposited [1];
- information about the commitment for which the contribution was deposited (type of commitment, reference and administering pension institution) [2]. It is possible that these fields are empty in your overview. After all, prior to 2013 the pension institution was not held to file the contributions per commitment (but only per employer and date);
- the date when the pension institution received the contribution [3];
- the amount of the contribution [4].



The data are shown per year or per pension commitment. You can select the desired option by clicking on the title of the “Year” or the “Commitment” column.

If you opt for the view per year then per calendar year the sum of the contributions that you deposited in that year is shown. This is the global amount of your employer’s premium for (all) your pension commitment(s). Per year you can moreover examine the amounts that were deposited for a certain commitment in more detail. Per commitment you can also consult the exact amount for a specific deposit date. The date when you made the deposit can differ from the date that was filed by the pension institution. After all, your pension institution must communicate the date when it effectively received the deposit.

If you opt for the view per commitment then the sum of the contributions that you deposited for that specific commitment is shown. This is the global amount of your employer’s contributions for this specific commitment. Per commitment you can moreover examine the amounts for a specific year in more detail. Per year you can also consult the exact amount for a specific deposit date.

3.4. Solidarity financing

Via the "Solidarity financing" item you can consult the overview of the contributions that you deposited for your solidarity commitments.

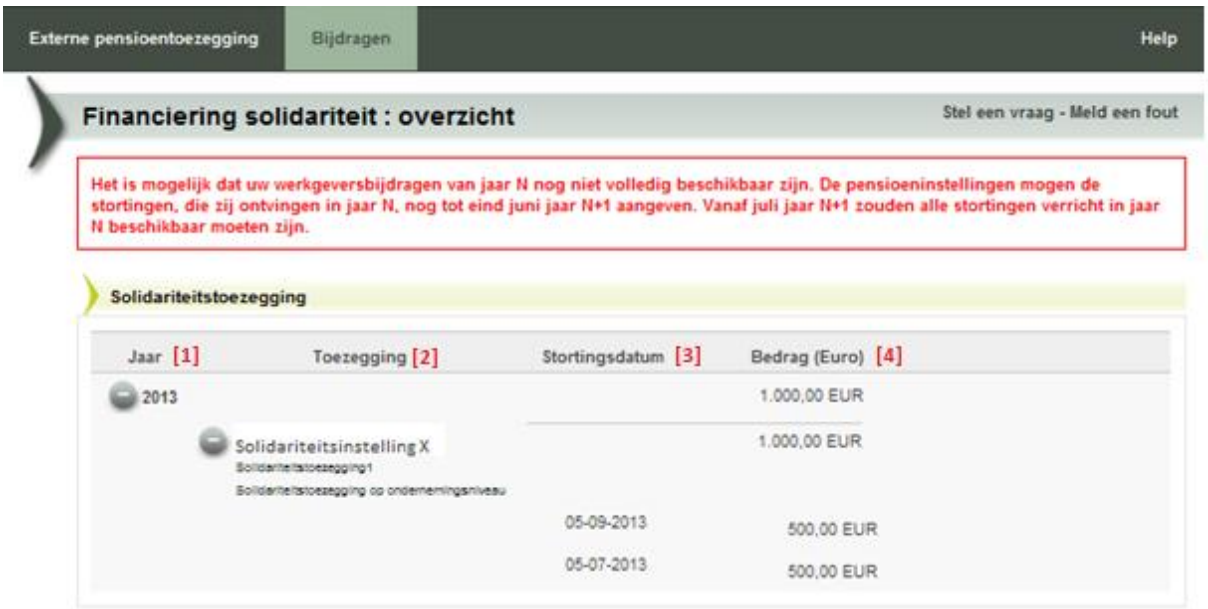
The contributions that you deposited for the financing of the offered solidarity benefits can only be filed by your solidarity institution since 2013. The deposits that you can consult here will therefore be related to 2012 at the earliest.

It is possible that your contributions of a certain year are not fully available yet. The solidarity institutions can file the deposits, which they received in a certain year, up to June of the subsequent year. As from July all deposits made in the previous year should be available.

Again the following data are provided for each contribution:

- the year in which the contribution was deposited [1];
- information about the commitment for which the contribution was deposited (type of commitment, reference and administering solidarity institution) [2];
- the date when the solidarity institution received the contribution [3];
- the amount of the contribution [4].

Again the data are shown per year or per commitment. You can select the desired option by clicking on the title of the "Year" or the "Commitment" column.


Externe pensioentoezegging
Bijdragen
Help
Financiering solidariteit : overzicht
Stel een vraag - Meld een fout
Het is mogelijk dat uw werkgeversbijdragen van jaar N nog niet volledig beschikbaar zijn. De pensioeninstellingen mogen de stortingen, die zij ontvingen in jaar N, nog tot eind juni jaar N+1 aangeven. Vanaf juli jaar N+1 zouden alle stortingen verricht in jaar N beschikbaar moeten zijn.
Solidariteitstoezegging
Jaar [1]
Toezegging [2]
Stortingsdatum [3]
Bedrag (Euro) [4]
2013
1.000,00 EUR
Solidariteitsinstelling X
1.000,00 EUR
05-09-2013
500,00 EUR
05-07-2013
500,00 EUR

3.5. Special contribution 1.5%

Via the “Contributions” menu, more specifically via the “Special contribution 1.5%” item, you can consult the information that you need for the calculation and declaration of the special contribution of 1.5% (Wijninckx contribution) on high supplementary pension accrual.

This item has been divided into four sub-items: “Overview”, “Search affiliate”, “Unidentified affiliates” and “Request list”.

3.5.1. Overview

In the overview you can immediately retrieve per contribution year what contribution you need to pay and file, but you can also check the calculation and the various calculation elements. The contribution has been calculated on the basis of the information that is available for you in DB2P on the calculation date and that was filed by your pension institution.

At the latest on 30 June of each contribution year your pension institution must file the amounts with DB2P that are required for the calculation of the special contribution of 1.5%. The amounts for a certain contribution year can be consulted in your file as from 1 September of that contribution year. The first amounts that your pension institution had to file prior to 30 June 2013 are the amounts required for the calculation of the special contribution for the contribution year 2012 and for the contribution year 2013. By default the overview shows the most recent contribution year. To select a different contribution year you can click on the button of the desired year at the top of the screen.

In the overview you can consult the following data per contribution year:

- the date when the contribution and the calculation were communicated (“situation as at”) [1];
- the date when the contribution and the collection basis are calculated (“calculated on”) [2];
- the contribution payable by you for the relevant contribution year (“calculated contribution”) [3];
- the total amount in respect of which you are liable to pay the special contribution of 1.5% (“calculation basis”) [4].

It is possible that you see one, two or three rows in the overview.

1. The calculated contribution and the calculation elements are always communicated on 1 September of each contribution year. This is then the date that is shown in the “situation as at” column. The overview therefore always contains this first row with the situation as at 1 September.
2. If the information in DB2P still changes for you after 1 September of the contribution year (due to corrections or new declarations of your pension institution) then the payable contribution is recalculated. The new calculation is communication via the second row in the overview. Each change and therefore recalculation between 1 September and 31 December of the contribution year is shown on this second row. On 31 December your situation in DB2P is by default communicated (hence also without change) via this second row in the overview.
3. If the information in DB2P still changes after 31 December of the contribution year (without time limitation) then the new situation is communicated via a third row.

If you want to view the calculation of the payable contribution in more detail then you click on “+” in the overview. You are then shown a list of all affiliates for whom you must pay the special contribution of 1.5% in this contribution year. Apart from the INSS number, the surname and the given name of the affiliate, the “calculation basis per affiliate” is also shown.

During the processing of the declarations in DB2P by your pension institution the affiliates are identified on the basis of their INSS number. If the affiliate can be identified, and an INSS number is therefore retrieved, then in the overview the information from all declarations (possibly filed by multiple pension institutions) is aggregated for one affiliate. If during the processing of the declaration an unambiguous INSS number cannot be retrieved for the affiliate then only the information from this declaration is shown. The overview only includes unidentified declarations from which it becomes apparent that the supplementary pension accrual exceeds the statutorily established threshold. Instead of the INSS number the overview will then contain the “unidentified” value.

Externe pensioentoezegging
Bijdragen
Help
Bijzondere bijdrage 1,5% : overzicht
Stel een vraag
U vindt hier het bedrag van de door u versohuldigde Wijninokxbijdrage. U moet deze bijdrage aangeven en betalen samen met uw DmfA-aangifte van het vierde kwartaal.
Het bedrag is berekend op basis van informatie die momenteel aanwezig is in DB2P en die werd aangegeven door uw verzekeraar of pensioenfonds. Klik op + om de versohillende berekeningselementen te bekijken. Dit overzicht betreft enkel de aangesloten (of aangiftes indien de aangesloten niet geïdentificeerd werd) waarvoor de opbouw van het aanvullend pensioen meer bedraagt dan een wettelijk vastgelegde drempel.
Het is mogelijk dat in de aangifte sommige werknemers niet geïdentificeerd konden worden (geen INSZ-nummer gevonden). U vindt deze werknemers terug in het menu item " niet-geïdentificeerde aangeslotenen ". Wij vragen u om zo snel mogelijk uw pensioeninstelling te contacteren om dit recht te zetten.
Bijdragejaar
2012
2013
Situatie op ...
Berekend op ...
Berekende bijdrage (euro)
Berekeningsbasis (euro)
Aangeslotene
Berekeningsbasis / aangeslotene (euro)
Detail
01-09-2013
01-09-2013
-
-
11-09-2013
11-09-2013
1.282,76
85.517,44
xxxxxxxxxxxxxxxxxx-xxxxxxxxxxxxxxxxxx
40.788,69
Testmans Marie - niet geïdentificeerd
44.728,75

To verify how the calculation basis has been established *per affiliate* you can, ultimately, retrieve even more details per affiliate. Click on the ">" icon next to the affiliate for whom you wish to consult the detailed records.

The detailed records show, in an aggregated manner, inter alia the following per affiliate:

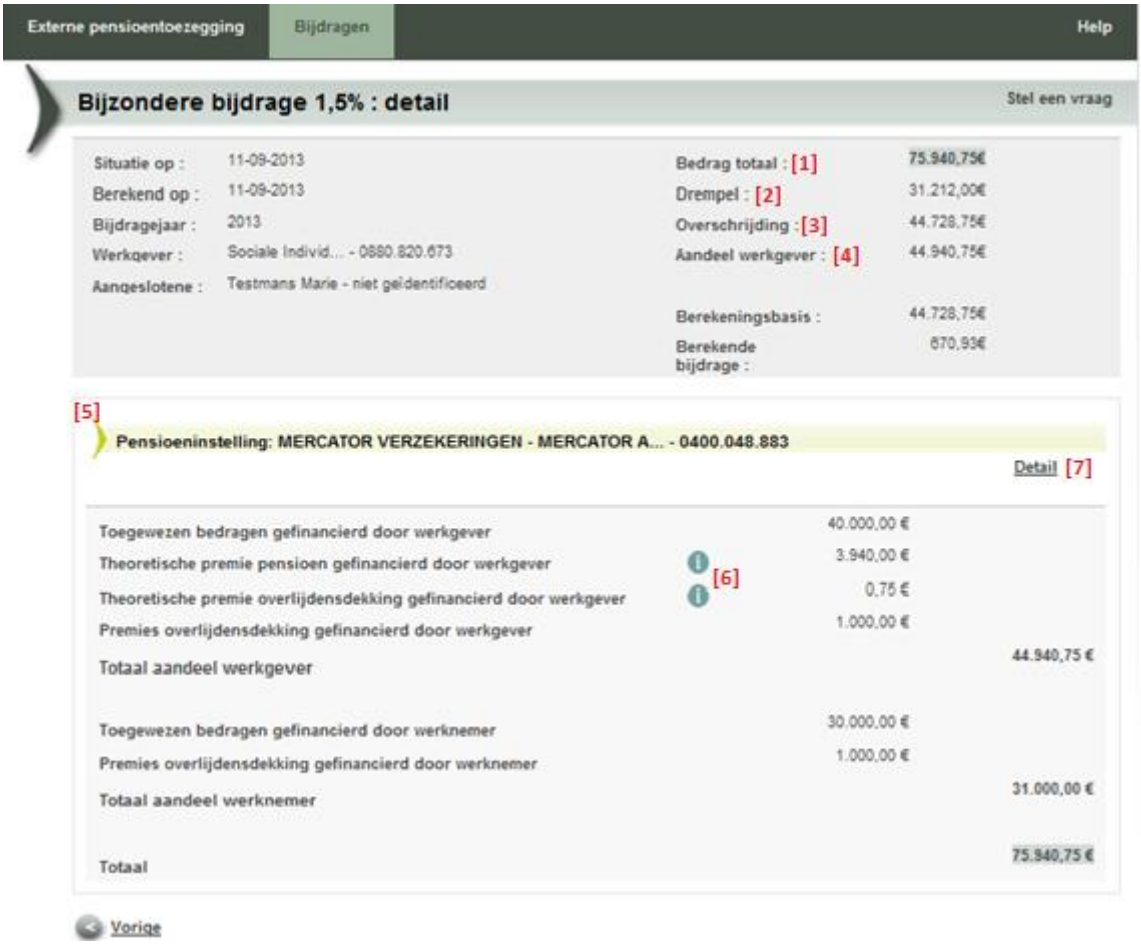
- the total amount (total amount) of the supplementary pension accrual of the affiliate [1];
- the threshold amount for the contribution year in question [2];
- the surplus or the part of the supplementary pension accrual that exceeds the threshold amount [3];
- the share of the supplementary pension accrual that was financed by you, as an employer [4].

If multiple pension institutions filed amounts for the affiliate then you can also consult detailed records *per pension institution*. In addition, here you can also find the total amount of the supplementary pension accrual per pension institution and the share of the employee and the employer in the same as well as the various amounts that are taken into account for the supplementary pension accrual (allocated amounts, evolution of the vested reserve, …) [5].

In the detailed records per pension institution you can click on the "ⓘ" icon for the formula that was used for the calculation of the theoretic premium for the pension accrual and the death cover [6]. Here you can return to the detailed records of the affiliate via the "Close" link in the pop-up at the bottom left.

Via the "Detail" link you can view the exact amounts as they were filed by your insurance company or pension fund [7]. If you establish that the registered information is not entirely correct then you can report this. Via the "Report an error" option in the light-grey bar at the top right you can inform your pension institution that certain features or documents are not correct. You cannot personally adjust the data in the database. Your report is forwarded to your insurance company or pension fund in order that the latter can verify or and how the information in DB2P must be adjusted.

Here you can return to the detailed records of the affiliated via the "Previous" link at the bottom left of the screen.

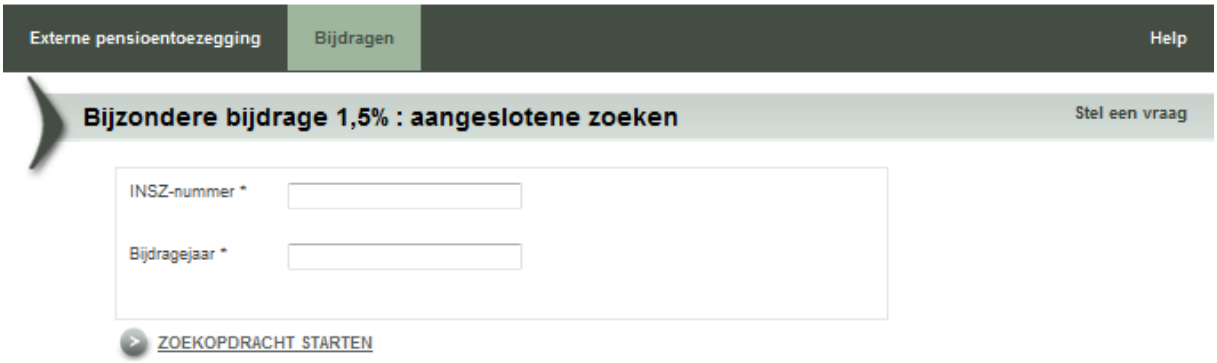

Externe pensioentoezegging
Bijdragen
Help
Bijzondere bijdrage 1,5% : detail
Stel een vraag
Situatie op : 11-09-2013
Berekend op : 11-09-2013
Bijdragejaar : 2013
Werkgever : Sociale Individ... - 0880.820.673
Aangeslotene : Testmans Marie - niet geïdentificeerd
Bedrag totaal : [1] 75.940,75€
Drempel : [2] 31.212,00€
Overschrijding : [3] 44.728,75€
Aandeel werkgever : [4] 44.940,75€
Berekeningsbasis : 44.728,75€
Berekende bijdrage : 670,93€
[5]
Pensioeninstelling: MERCATOR VERZEKERINGEN - MERCATOR A... - 0400.048.883
Detail [7]
Toegewezen bedragen gefinancierd door werkgever 40.000,00 €
Theoretische premie pensioen gefinancierd door werkgever 3.940,00 €
Theoretische premie overlijdensdekking gefinancierd door werkgever 0,75 €
[6]
Premies overlijdensdekking gefinancierd door werkgever 1.000,00 €
Totaal aandeel werkgever 44.940,75 €
Toegewezen bedragen gefinancierd door werknemer 30.000,00 €
Premies overlijdensdekking gefinancierd door werknemer 1.000,00 €
Totaal aandeel werknemer 31.000,00 €
Totaal 75.940,75 €
Vorige

From the detailed records you can return to the overview via the "Previous" link at the bottom left of the screen.

3.5.2. Search affiliate

The “Search affiliate” item offers you the possibility of requested detailed records for each affiliate. To this end you need to enter the INSS number and the contribution year and then click the “Start search” link. This search is possible for all affiliates and is therefore not limited to the affiliates for whom you are liable to pay a special contribution. The detailed records per affiliate are the same as outlined under 3.5.1.

It is not possible to consult the data of an unidentified affiliate via this search.



3.5.3. Unidentified affiliates

If during the processing of the declarations by your pension institution an INSS number is not retrieved for one or more affiliates to your pension commitment then you can retrieve the list of these unidentified affiliates via the “Unidentified affiliates” item.

By default the list of unidentified affiliates for the most recent contribution year is shown. To select a different contribution year you can click on the button of the desired year at the top of the screen.

This list includes each individual declaration for which the affiliate could not be identified. Per declaration the amount of the supplementary pension accrual (total amount / declaration) is shown as well as the given name, surname, date of birth and sex. You can click further for more detailed data per declaration (via the “>” icon).

3.5.4. Request list

Via the “Request list” item you can receive one or more lists in the ebox of your company with the data that were used for the calculation of the Wijninckx contribution. The different lists that you can request offer a different level of detail. For instance you can only request the payable amounts for a certain contribution year or the different calculation elements on which the calculated contribution is based or even the unprocessed data as they were filed by your pension institution.

Lijst aanvragen

De volgende lijsten worden rechtstreeks naar de e-box van uw onderneming gestuurd.

Ik zou graag de volgende lijst(en) ontvangen in de e-box van mijn onderneming:

- ☐ Berekeningsbasis en bedrag van bijzondere bijdrage van 1.5% voor alle aangesloten werknemers.
- ☐ Bedragen van de aanvullende pensioenopbouw in aanmerking genomen voor de berekening van de bijzondere bijdrage. Bedragen worden voor elke aangeslotene afzonderlijk geaggregeerd per pensioen instelling.
- ☐ Detail van de (onbewerkte) aangiftes ingediend door mijn pensioeninstelling voor alle aangesloten werknemers.

Bijdragejaar: [ ]

> BEVESTIGEN

4. Support

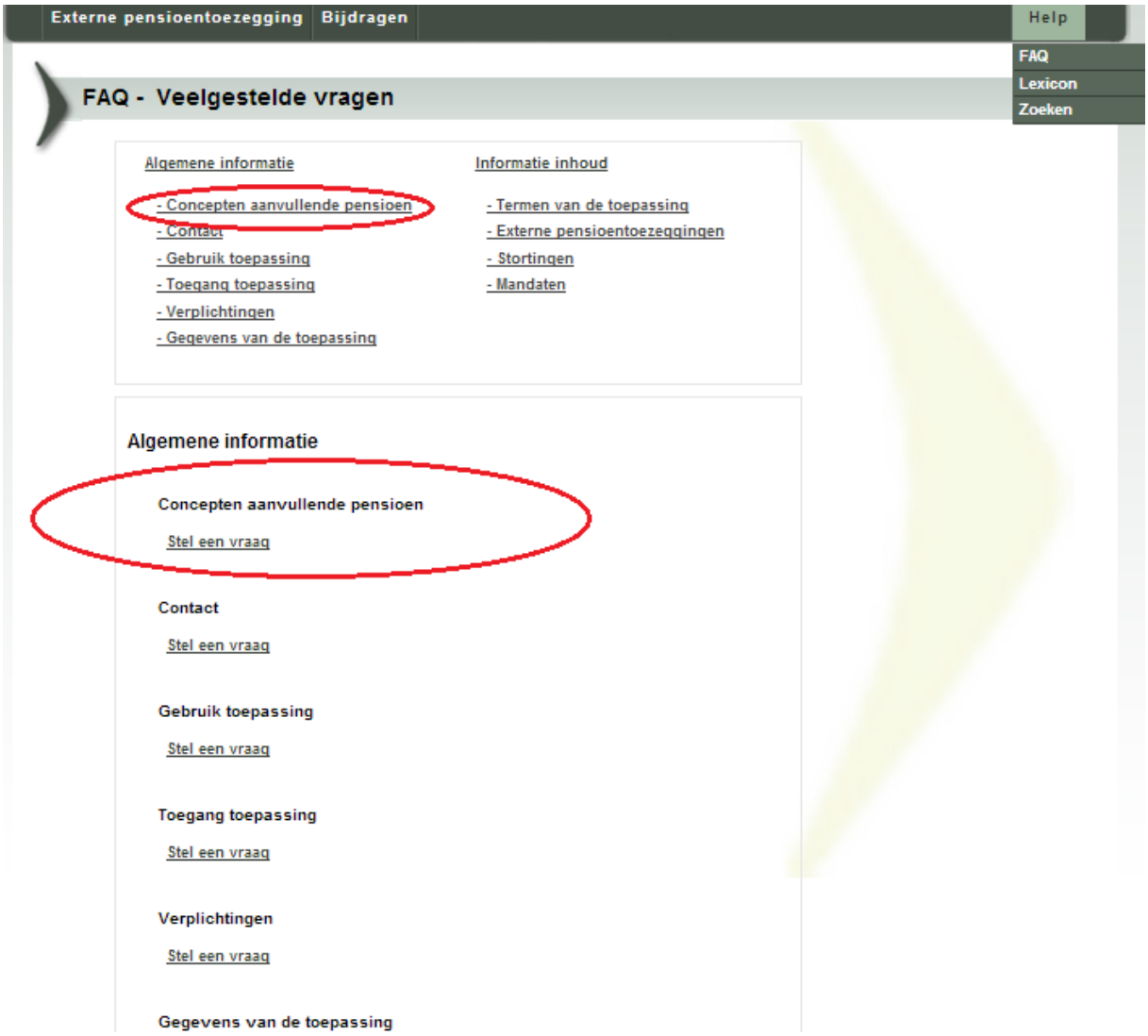
The application offers various support options. The list with frequently asked questions, the lexicon and the search function can be consulted via the “Help” menu.

It is possible to report an error, ask a question or retrieve the definition of a term (pop-up) via each screen of the application.

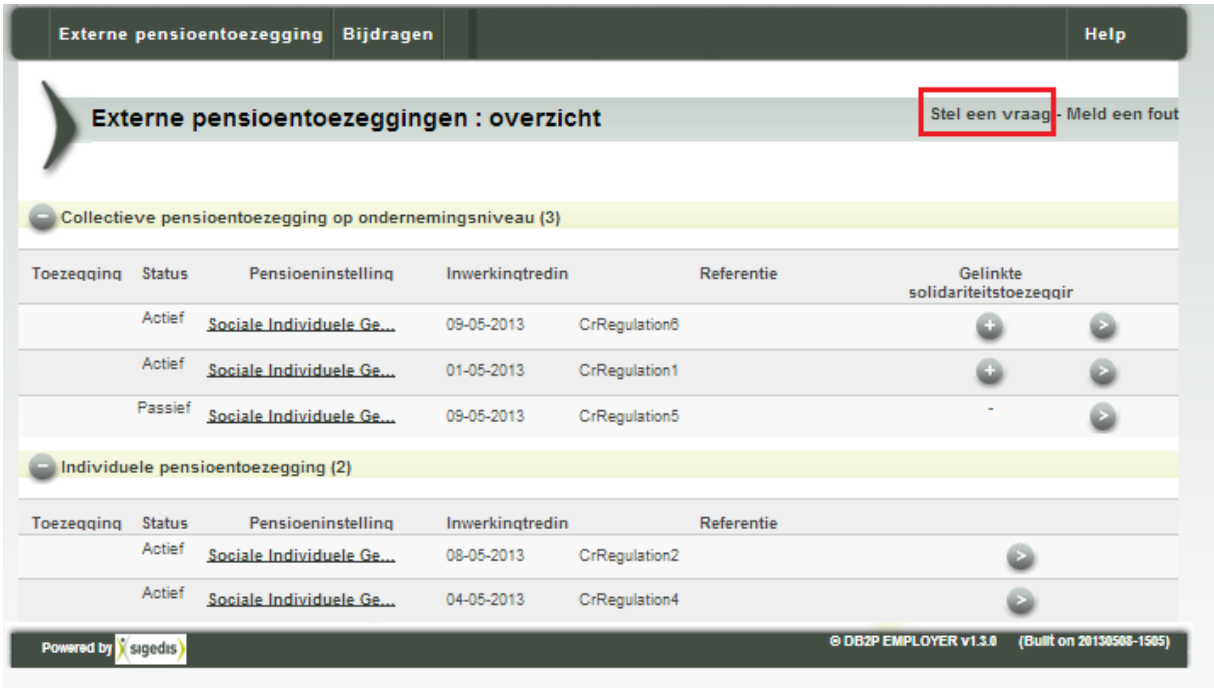
4.1 FAQ

The “FAQ” item in the “Help” menu gives to access to a list with frequently asked questions. The questions are ordered per theme (general questions about the application and specific questions about the content of your DB2P file) and per section.

If you click on the section then you receive the list with frequently asked questions about this section. At the bottom of each list of questions you are offered the possibility of asking a question.


Externe pensioentoezegging
Bijdragen
Help
FAQ
Lexicon
Zoeken
FAQ - Veelgestelde vragen
Algemene informatie
- Concepten aanvullende pensioen
- Contact
- Gebruik toepassing
- Toegang toepassing
- Verplichtingen
- Gegevens van de toepassing
Informatie inhoud
- Termen van de toepassing
- Externe pensioentoezeggingen
- Stortingen
- Mandaten
Algemene informatie
Concepten aanvullende pensioen
Stel een vraag
Contact
Stel een vraag
Gebruik toepassing
Stel een vraag
Toegang toepassing
Stel een vraag
Verplichtingen
Stel een vraag
Gegevens van de toepassing

You can also open the screen to ask a question directly via each screen (“Ask a question” link at the top right).


Externe pensioentoezegging
Bijdragen
Help
Externe pensioentoezeggingen : overzicht
Stel een vraag - Meld een fout
Collectieve pensioentoezegging op ondernemingsniveau (3)
Toezegging Status Pensioeninstelling Inwerkingtredin Referentie Gelinkte solidariteitstoezeggir
Actief Sociale Individuele Ge... 09-05-2013 CrRegulation6
Actief Sociale Individuele Ge... 01-05-2013 CrRegulation1
Passief Sociale Individuele Ge... 09-05-2013 CrRegulation5
Individuele pensioentoezegging (2)
Toezegging Status Pensioeninstelling Inwerkingtredin Referentie
Actief Sociale Individuele Ge... 08-05-2013 CrRegulation2
Actief Sociale Individuele Ge... 04-05-2013 CrRegulation4
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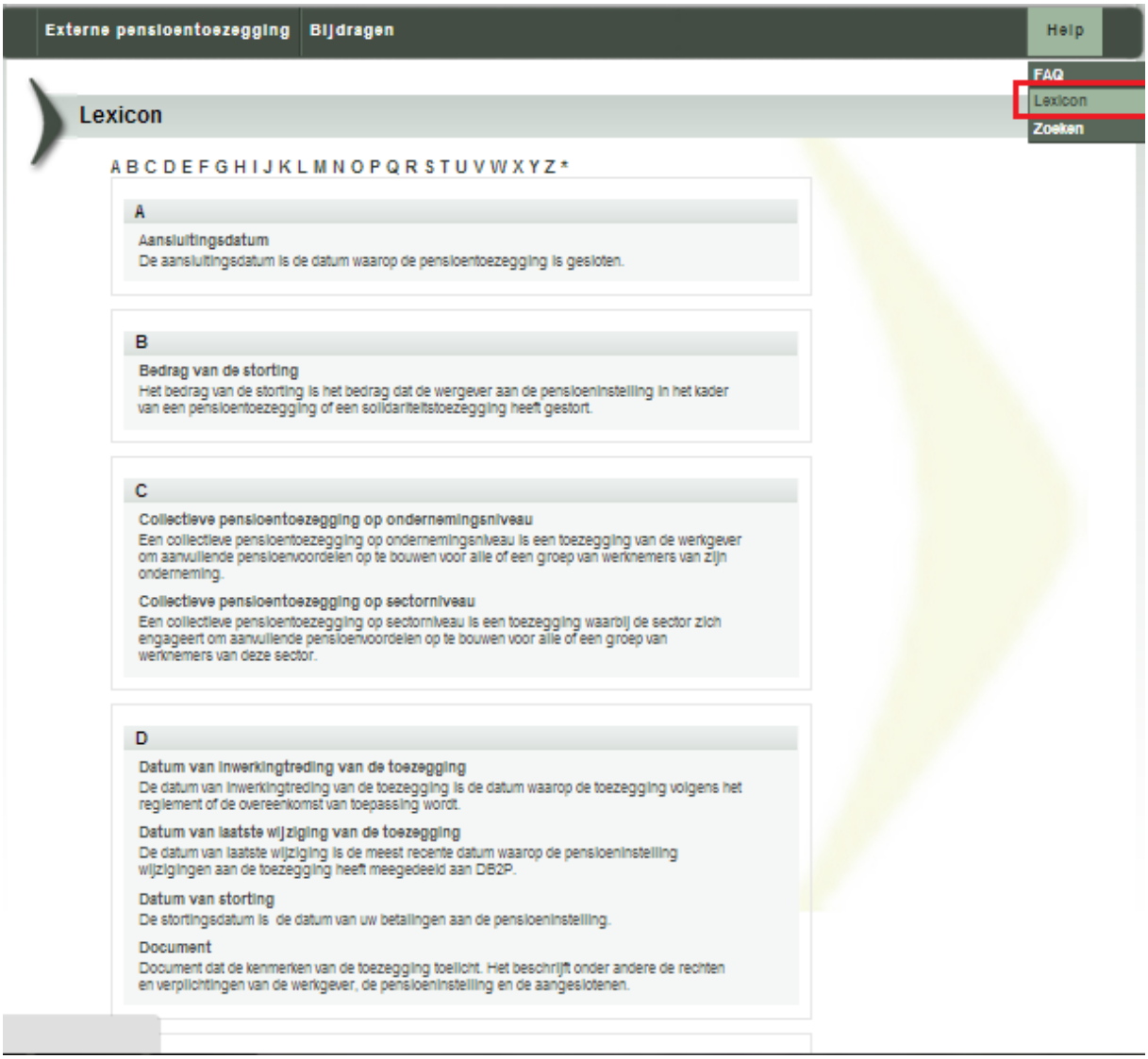
As soon as you have asked a question a confirmation of receipt is sent to your e-box (reference is made to section 4.6) and, if you communicated a contact person, also to his or her email address.

Sigedis handles your question and sends the answer to your e-box (reference is made to section 4.6) (of the employer or of the service provider) and if you communicated a contact person also to his or her email address.

4.2 Lexicon

In the “Help” menu under the “Lexicon” item you can find an explanatory glossary with a definition of frequently used terms. The terms are ordered alphabetically.


Externe pensioentoezegging
Bijdragen
Help
FAQ
Lexicon
Zoeken
Lexicon
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z *
A
Aansluitingsdatum
De aansluitingsdatum is de datum waarop de pensioentoezegging is gesloten.
B
Bedrag van de storting
Het bedrag van de storting is het bedrag dat de werkgever aan de pensioeninstelling in het kader van een pensioentoezegging of een solidariteitstoezegging heeft gestort.
C
Collectieve pensioentoezegging op ondernemingsniveau
Een collectieve pensioentoezegging op ondernemingsniveau is een toezegging van de werkgever om aanvullende pensioenvoordelen op te bouwen voor alle of een groep van werknemers van zijn onderneming.
Collectieve pensioentoezegging op sectorniveau
Een collectieve pensioentoezegging op sectorniveau is een toezegging waarbij de sector zich engageert om aanvullende pensioenvoordelen op te bouwen voor alle of een groep van werknemers van deze sector.
D
Datum van inwerkingtreding van de toezegging
De datum van inwerkingtreding van de toezegging is de datum waarop de toezegging volgens het reglement of de overeenkomst van toepassing wordt.
Datum van laatste wijziging van de toezegging
De datum van laatste wijziging is de meest recente datum waarop de pensioeninstelling wijzigingen aan de toezegging heeft meegedeeld aan DB2P.
Datum van storting
De stortingsdatum is de datum van uw betalingen aan de pensioeninstelling.
Document
Document dat de kenmerken van de toezegging toelicht. Het beschrijft onder andere de rechten en verplichtingen van de werkgever, de pensioeninstelling en de aangeslotenen.

4.3 Search

If you click the “Search” item in the “Help” menu then you gain access to the search function of the application. If you enter a term then both the lexicon and the FAQ are searched based on this term.

The result of your search can therefore contain definitions from the lexicon as well as questions and answers from the FAQ.

Externe pensioentoezegging
Bijdragen
Help
Zoek
status
Zoek
Lexicon - FAQ
status van de toezegging
De status geeft aan in welke mate de pensioeninstelling nog betrokken is bij het beheer van de toezegging en in welke mate er nog toekomstige pensioenrechten worden opgebouwd. De status kan actief, passief of gesloten zijn.

4.4 Error message

If you establish that the information in your DB2P file as filed by your pension institution is not entirely complete or correct then you can report this. To this end a “Report an error” link is provided in the screens of the “External pension commitment” and the “Contributions” menu at the top right.

Externe pensioentoezegging
Bijdragen
Help
Externe pensioentoezeggingen : overzicht
Stel een vraag - Meld een fout
Collectieve pensioentoezegging op ondernemingsniveau (3)
Toezegging Status Pensioeninstelling Inwerkingtredin Referentie Gelinkte solidariteitstoezeggir
Actief Sociale Individuele Ge... 09-05-2013 CrRegulation6
Actief Sociale Individuele Ge... 01-05-2013 CrRegulation1
Passief Sociale Individuele Ge... 09-05-2013 CrRegulation5
Individuele pensioentoezegging (2)
Toezegging Status Pensioeninstelling Inwerkingtredin Referentie
Actief Sociale Individuele Ge... 08-05-2013 CrRegulation2
Actief Sociale Individuele Ge... 04-05-2013 CrRegulation4
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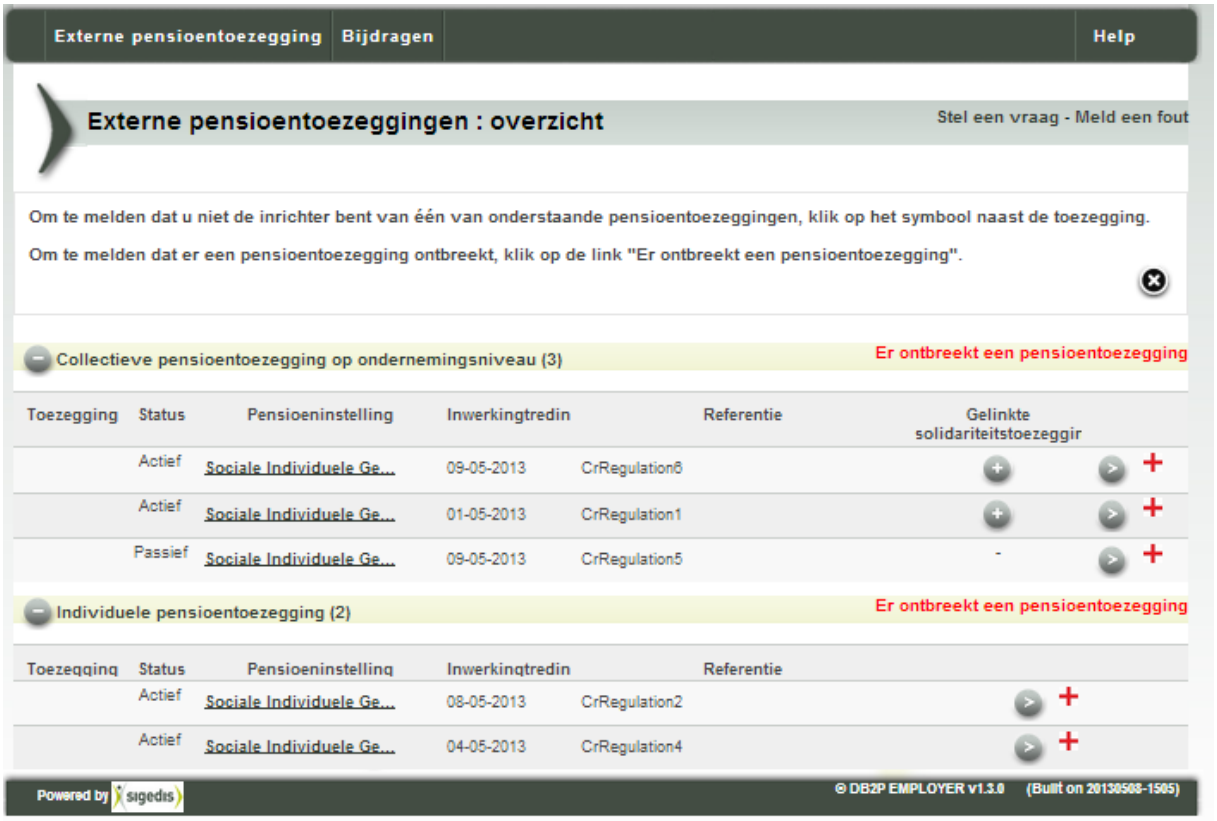
If you click on “Report an error” then symbols are shown next to the data for which an error can be reported. Links also appear to report missing data.

At the top of the screen you will also find a message with more information and tips.

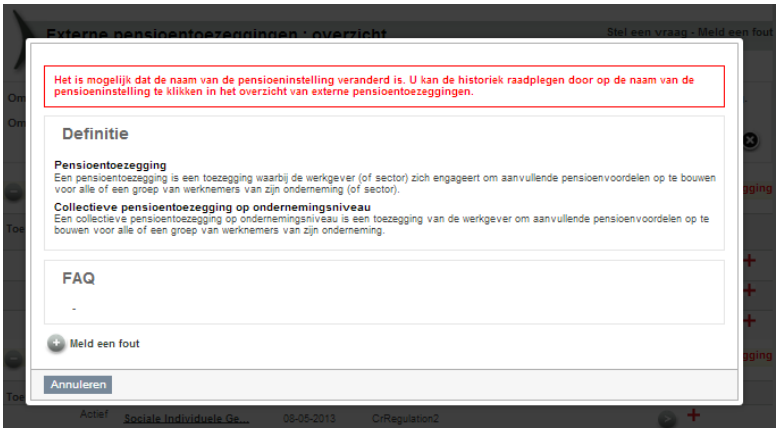


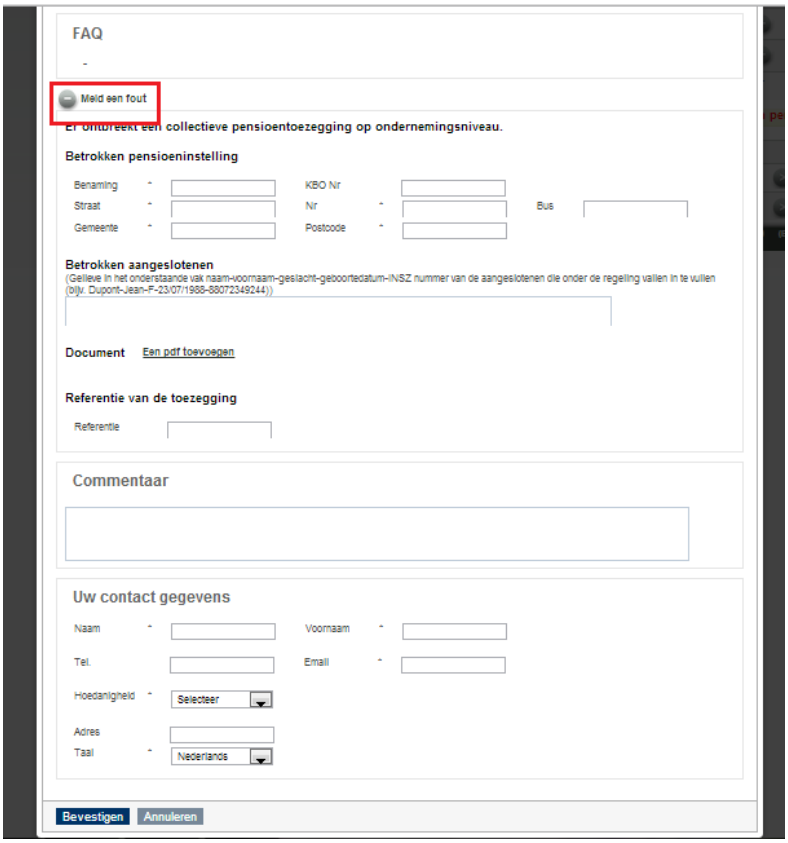
To cancel the reporting of an error you click on the cross in this message. You can also leave the possibility of reporting an error by again clicking on the “Report an error” link.

If you click on an icon or a link then the form is opened to report incorrect or missing data.

The form consists of different parts:

- First of all you can read the definition / explanation of the relevant fact.
- Secondly you receive an overview of the frequently asked questions about the relevant fact.
- Thirdly you can communicate all specific data about the information that is not entirely correct or complete by means of the “Report an error” part. To this end you click on the “+” icon. Here you can then complete a form specifically aimed at the error or incompleteness that you wish to report.

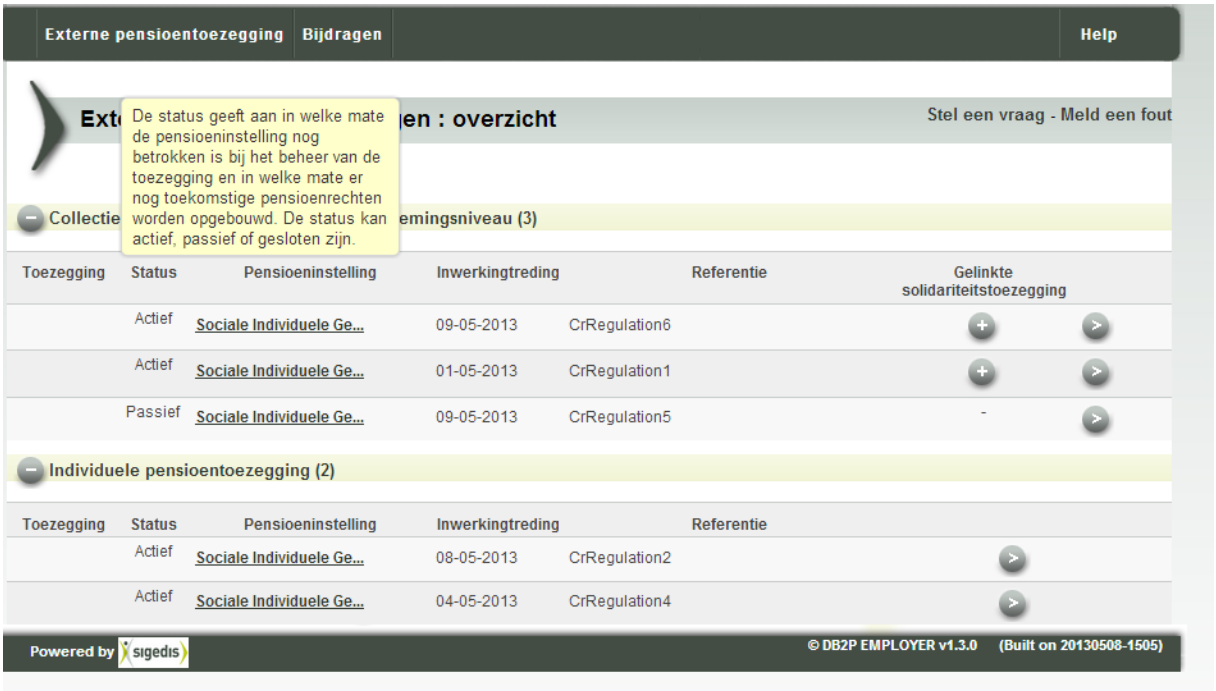

Het is mogelijk dat de naam van de pensioeninstelling veranderd is. U kan de historiek raadplegen door op de naam van de pensioeninstelling te klikken in het overzicht van externe pensioentoezeggingen.
Definitie
Pensioentoezegging
Een pensioentoezegging is een toezegging waarbij de werkgever (of sector) zich engageert om aanvullende pensioenvoordelen op te bouwen voor alle of een groep van werknemers van zijn onderneming (of sector).
Collectieve pensioentoezegging op ondernemingsniveau
Een collectieve pensioentoezegging op ondernemingsniveau is een toezegging van de werkgever om aanvullende pensioenvoordelen op te bouwen voor alle of een groep van werknemers van zijn onderneming.
FAQ
Meld een fout
Annuleren



As soon as you have reported an error a confirmation of receipt is sent to your e-box (reference is made to section 4.6) and, if you communicated a contact person, also to the email address of this person. The error message is (automatically) forwarded to the pension institution that filed the relevant information. Your pension institution will further handle the error message and answer via the email address of the contact person.

4.5 Pop-up with help texts

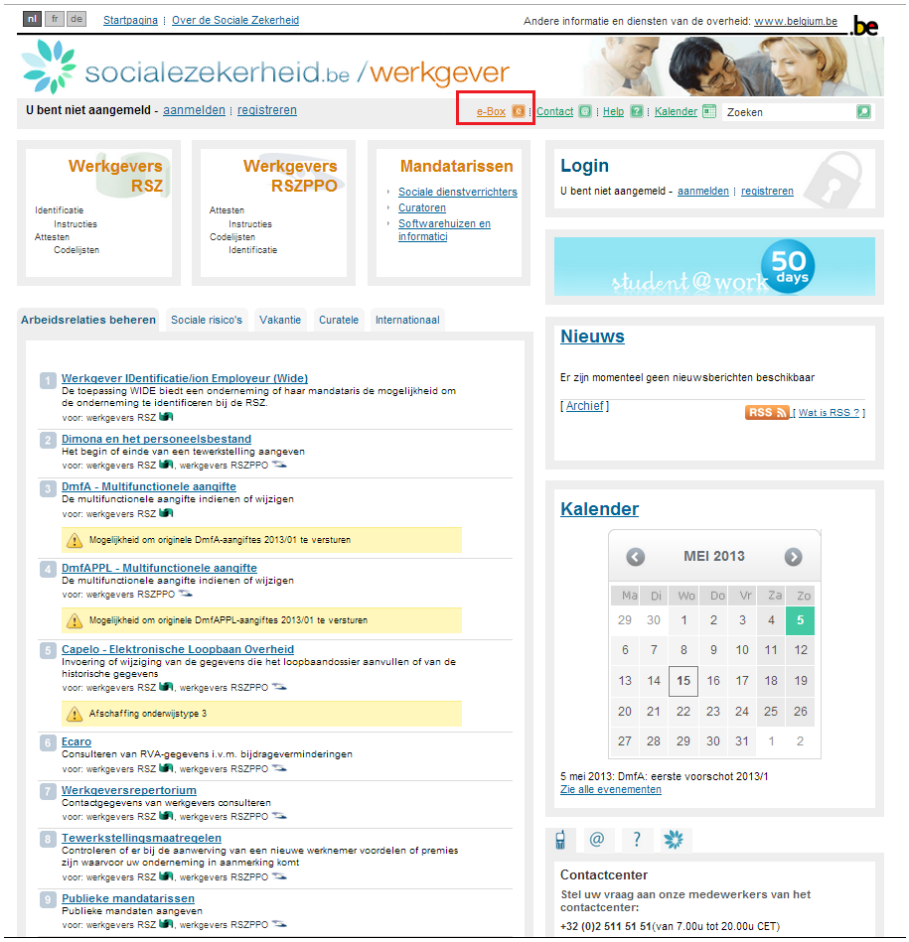
When consulting your file you can directly request the definition of certain terms via the screen. If you leave your (mouse) cursor on the relevant term for a few seconds then a pop-up with the help text will appear.



4.6 E-box

If you ask a question or report an error then Sigedis sends a confirmation of receipt to your e-box. This is the e-box for the “Employer” capacity of your enterprise. The answers to your questions are also placed in this e-box.

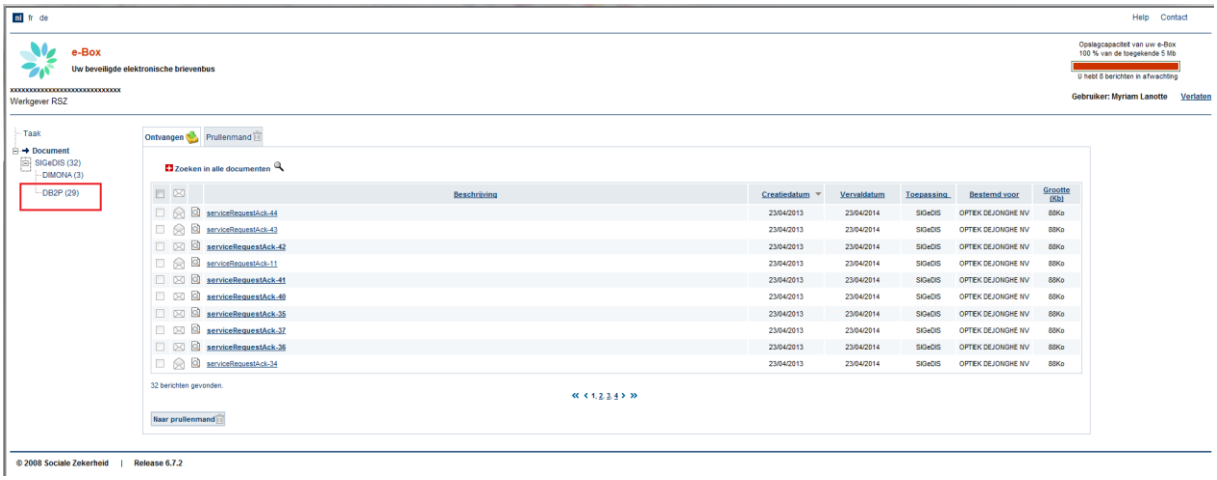
You gain access to your e-box via the social security portal site in the “Employers and mandatories” window. To this end an “e-box” link is provided at the top.



Via this link you obtain access to your e-box. Here you can also find more information about the e-box. To obtain access to (the messages in) your e-box you must be registered as a user of the online DB2P application (reference is made to section 2).

Startpagina | Over de Sociale Zekerheid
Andere informatie en diensten van de overheid: www.belgium.be
socialezekerheid.be /werkgever
U bent niet aangemeld - aanmelden | registreren
e-Box | Contact | Help | Kalender
Zoeken
De beveiligde elektronische brievenbus van uw onderneming
e-Box raadplegen
Heeft u nog geen toegang? Dan moet uw onderneming zich eerst Registreren.
Meer weten? Raadpleeg de informatie over de e-Box.
socialezekerheid.be
Startpagina | Over de Sociale Zekerheid
© 2013 De Sociale Zekerheid | Persoonlijke gegevens | Gebruikersreglement voor de onderneming

Once you have access to your e-box you can read the messages that Sigedis sent within the framework of DB2P. These messages are placed in the “DB2P” folder, which you can find under the “Sigedis” folder. These folders are only visible if messages have already been placed in the same. If there are no messages with regard to the DB2P application then these folders are therefore not visible.



5 Mandates

If you provide your service provider with a mandate to act in your name then this service provider can obtain access to your file.

A service provider who logs in on the application initially only gains access to the DB2P file of its own enterprise. Via the “Mandates” menu the service provider can indicate that it wishes to gain access to the file of its client.

In the “Mandates” menu the service provider must indicate for whom the service provider wishes to work:

- If it wishes to work in its own name then it ticks the first option “I work in the name of [own KBO-BCE number]”). Then the service provider only gains access to its own file.
- If it wishes to work in the name of a different enterprise then it ticks the second option and enters the KBO-BCE number of the employer who grants the mandate. The service provider can then consult the file of this employer.

To again gain access to its own file the service provider can again tick the first option (“I work in the name of [own KBO-BCE number]”).